

First Name Last Name

Address (optional)

Phone Number

E-mail address

Position Title

Professional Summary / Professional Profile

A short statement that tells the employer why you and your skills make you the best candidate for the position you are applying for, based on the information the job listing contains. The information you include should increase your chances of receiving an invitation to interview.

Qualifications Profile

Skill title required for the position you are applying for

- Give an example of how you have achieved this skill that is relevant for the position
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Ability title required for the position you are applying for

- Give an example demonstrating this ability that is relevant for the position
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Knowledge title required for the position you are applying for

- Give an example using your knowledge that is relevant for the position
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- Give an example using your knowledge that is relevant for the position

Accomplishment title required for the position you are applying for

- Give an example of the accomplishment that is relevant to the position
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Professional Experience (Optional)

(Work History: FT/PT/Temp/Intern/Volunteer; not to go beyond 15 years)

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|-----------------------|--------------|-------------|---------------------------------|
| Position Title | Company Name | City, State | Dates (Month/Year – Month/Year) |
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Education

Degree or Certificate, Name of Institution, City, State Year (if within the last 10 years)

Major / Minor and/or listing of relevant courses (optional if you did not receive an actual degree or certification)

Diploma or GED, Name of High School, City, State Year (if applicable or required)

Professional Training and Development (courses or seminars relevant to the position)